

This is an application for the review of conduct under (please select one):

- Section 53 of the Privacy and Personal Information Protection Act 1998 (PPIPA)
- Section 21 of the Health Records and Information Privacy Act 2002 (HRIPA)

Submit this form to Maitland City Council via: email info@maitland.nsw.gov.au, fax (02) 49333209 or mail to PO Box 220 Maitland NSW 2320.

SECTION 1: APPLICANT'S DETAILS

Title		First Name		Surname	
Postal Address					Postcode
Telephone Number	H.		M.		W.
Email					

If you are making this application on behalf of someone else please provide their information:

Title		First Name		Surname	
Postal Address					Postcode
Telephone Number	H.		M.		W.
Email					

What is your relationship to this person?

SECTION 2: DETAILS OF COMPLAINT

Q.1 Please tick which of the following describes your complaint:

(You may tick more than one option)

- Collection of my personal or health information
- Security or storage of my personal or health information
- Refusal to let me access or find out about my own personal or health information
- Accuracy of my personal or health information
- Use of my personal or health information
- Disclosure of my personal or health information
- Other (Please specify)

Q.2 Please provide details of the specific conduct you are complaining about.

SECTION 2 CONTINUED

Q.3 On what date did you first become aware of this conduct?

Please Note: A complaint must be made within **6 months** from the time the complainant first became aware of the conduct or matter that is the subject of the complaint.

Q.4 What impact has the conduct had on you? (Please describe)

Q.5 What would you like to see Council do about the conduct?

SECTION 3: APPLICANT ACKNOWLEDGMENT

I understand that this form will be used to process my request for an internal review.

I understand that the details of my application will be referred to the Privacy Commissioner in accordance with s.54(1) of the *Privacy and Personal Information Act 1998* or s.21 of the *Health Records and Information Privacy Act 2002*; and that the Privacy Commissioner will be kept advised of the progress of the internal review.

**SIGNATURE OF
APPLICANT**

DATE

SECTION 4: PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The personal information you have provided will be used by Council staff to undertake an internal review of a privacy complaint. This document will form part of a public record that Council may use and or make available in accordance with the *Government Information (Public Access) Act 2009 NSW*.

All information will be stored securely in Council's Corporate Information System and be retained in accordance with the *State Records Act 1998 NSW - General Authority 39 (GA39)*. Council will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access and modification in accordance with the *Privacy and Personal Information Protection Act 1998 NSW*.

SECTION 5: OFFICE USE ONLY

Application Received On

Acknowledgement Sent On

